



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF LANDSCAPE ARCHITECTS</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, November 13, 2008 at 9:00 a.m.</b>
<b>PLACE:</b>	Conference Room C, Cannon Bldg, 861 Silver Lake Blvd Dover, DE 19904
<b>MINUTES APPROVED</b>	February 12, 2009

#### **MEMBERS PRESENT**

Ronald Sherman, Public Member, President  
Deborah Van Dermark-Billeter, Professional Member, Secretary  
Matthew Spong, Professional Member, Treasurer  
Rodney Robinson, Professional Member

#### **DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Allison Reardon, Deputy Attorney General  
Shauna Slaughter, Administrative Specialist

#### **MEMBERS ABSENT**

Goodwin Cobb, IV, Public Member

#### **CALL TO ORDER**

Mr. Sherman called the meeting to order at 9:07 a.m.

#### **REVIEW OF MINUTES**

The Board reviewed the minutes for the August 14, 2008 meeting. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the minutes as presented. The motion carried unanimously.

#### **UNFINISHED BUSINESS**

##### **Discussion Regarding Application Checklist Processing**

The Board reviewed the updated list of application requirements prepared by Ms. Slaughter. As a result of the last review Ms. Slaughter added certificate of authorization requirements to the checklist and added specific information to the education and experience section. The Board agreed with the changes. The checklist was developed as a tool for the board members to use while reviewing applications. The checklist will be stored in the board member's meeting folders.

##### **Review Draft of Proposed Language for Rules and Regulations Regarding Experience and Education**

Ms. Reardon asked that this item be tabled until the next meeting.

## **NEW BUSINESS**

### **Review of Applications for Licensure by Reciprocity**

The Board reviewed David Carlson's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed Elizabeth Mastaglio's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed Jonathan Jolley's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed Timothy Wilson's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed Adam Benosky's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed George Cosentino's application for licensure by reciprocity. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

### **Review of Application for Licensure by Examination**

The Board reviewed Jeremiah McPeck's application for licensure by examination. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

### **Review of Applications to Sit for the LARE Exam**

The Board reviewed Cynthia Todd's application to sit for the LARE exam. Mr. Spong made a motion, seconded by Mr. Robinson, to approve the application. The motion carried unanimously.

The Board reviewed Marcus Richardson's application to sit for the LARE exam. Mr. Spong made a motion, seconded by Mr. Robinson, to approve Mr. Richardson to sit for the LARE exam, but not for licensure. After Mr. Richardson passes all parts of the LARE exam he will need to re-apply to the Board for licensure, and provide the additional supervision required to meet the two year requirement. The motion carried with Ms. Van Dermark-Billeter abstaining.

### **Review Request from Matthew Mathias for an Extension of Time to Obtain Required CE**

The Board reviewed Mr. Mathias' request for additional time to obtain the required continuing education for license renewal. Mr. Robinson made a motion, seconded by Mr. Spong, to approve the request contingent upon receipt of a letter from Mr. Mathias' physician verifying his medical condition. The motion carried unanimously. The extension will be for two years. Mr. Mathias will also be notified that he will need to obtain the CE for both the 2007-2009 and the 2009-2011 licensure periods within the two year extension period.

### Schedule 2009 Meeting Dates

Ms. Slaughter provided the Board with a copy of the 2009 meeting dates. The meetings will be scheduled quarterly, starting in February, as they were in 2008.

### Discussion Regarding Post Renewal Audit

Ms. Slaughter asked the Board what percentage of licensees they would like to have selected for the post-renewal audit, when they would like to have the audit notices sent and what documents they would like to receive. Mr. Robinson made a motion, seconded by Ms. Van Dermark-Billeter, to audit 20 percent of licensees. The motion carried unanimously. The audit notices will be mailed after April 1, 2009 to make sure that all licensees who renew late are included in the random selection. Also, the audit notices will advise the licensees that if their CE courses were not approved by ASLA or CLARB they will need to provide a copy of the course agenda or syllabus in addition to the certificate of completion.

### Review Request for Inactive Status & Change of Designated LA on Certificate of Authorization – Peta Raabe

The Board reviewed a request to place Peta Raabe's license in inactive status, and to change the designated landscape architect on the certificate of authorization for Lager Raabe Skafte Landscape Architects, Inc., to Anita Toby Lager. Mr. Sherman made a motion, seconded by Mr. Spong, to approve both requests. The motion carried unanimously.

### Other Business before the Board (For Discussion Only)

There was no other business before the board.

### Correspondence

There was no correspondence.

### Public Comment

There was no public comment.

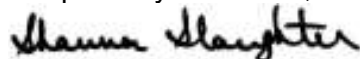
### Next Meeting Date

The Board will hold the next meeting on February 12, 2009, at 9:00 a.m. in Conference Room "B" of the Cannon Bldg., 861 Silver Lake Blvd., Dover, Delaware.

### Adjournment

There being no further business before the board, Mr. Spong made a motion, seconded by Mr. Robinson, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 10:24 a.m.

Respectfully submitted,



Shauna Slaughter, Administrative Specialist II  
Board of Landscape Architects